SC DEPARTMENT OF CORRECTIONS -JOB POSTING NOTICE (EOE)-

OPENING DATE: 01/07/14 CLOSING DATE: 01/16/14 (4:30 PM)

SCDC INTERNAL TITLE: SGT I SCDC POSITION #: 011211

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: A2 WORK TIME: 0700 PM - 0700 AM

LOCATION: LIVESAY CORRECTIONAL INSTITUTION, SPARTANBURG (SPARTANBURG) LEVEL 1

STATE JOB TITLE: CORRECTIONAL OFFICER II STATE JOB CLASS: JD35

BAND: 04 SALARY RANGE \$ 025627 - \$ 047413 SPECIAL INCENTIVE: NO

LEVEL: B SALARY RANGE \$ 026658 - \$ 042203 SCEIS POSITION #: 61017661

STATE OF SC MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND EXPERIENCE IN CORRECTIONAL, SECURITY
OR POLICE WORK.

AGENCY PREFERRED QUALIFICATIONS:

EIGHTEEN MONTHS EXPERIENCE IN CORRECTIONAL, SECURITY OR POLICE WORK. CERTIFIED BY THE SCDC TRAINING ACADEMY AND SATISFACTORY COMPLETION OF THE BASIC SUPERVISORY COURSE WITHIN SIX MONTHS OF ENTRY INTO THE POSITION.

DESCRIPTION OF DUTIES:

SUPERVISES AND DIRECTS OPERATIONS SECTION OF INSTITUTION. ENSURES THAT COUNTS ARE CONDUCTED AND COUNT SHEETS ARE ACCURATE. SUPERVISES HOUSING ASSIGNMENTS, OUT COUNTS AND TRANSPORTATION. MAINTAINS AN ADEQUATE STAFF TO CARRY OUT ASSIGNED MISSIONS. INSURES THAT INMATES ARE SCHEDULED FOR BUS SYSTEM AND TRANSPORTED AS REQUIRED. SUPERVISES IN/OUT PROCESSING, INCLUDING SEARCHES AND INVENTORIES AS REQUIRED. ACTS AS A BACKUP TO THE SHIFT SUPERVISOR IN AN EMERGENCY; MAINTAINS SAFETY OF PUBLIC, EMPLOYEES, INMATES AND PROPERTY WHILE ON DUTY. PERFORMS OTHER OPERATIONAL RELATED DUTIES WHILE ON DUTY, SUCH AS KEY CONTROL AND ARMORY FUNCTIONS. CONDUCTS ROLL CALL. MONITORS, INSTRUCTS AND COUNSELS OFFICERS REGARDING RULES, REGULATIONS, POLICIES AND PROCEDURES. MAKES SANITATION, SAFETY, AND SECURITY INSPECTIONS OF ALL BUILDINGS AND GROUNDS. INVESTIGATES COMPLAINTS AND REFERS TO APPROPRIATE STAFF AS REQUIRED. SUBMITS REPORTS REGARDING INCIDENTS AS THEY OCCUR. EVALUATES SUBORDINATE OFFICER DUTY PERFORMANCE.

SHIFT/SCHEDULE SUBJECT TO CHANGE.